

Appendix 3

MEMORANDUM FOR: The Demolition/Disposition File

ATTENTION: Special Applications Center (SAC)

FROM: _____, Director, _____ Office of Public Housing

SIGNATURE

SUBJECT: Demolition/Disposition Application Submitted by the
_____PHA on _____ for Project(s) _____

My staff and I are aware* of the subject submission and are familiar with the activity the PHA proposes in the submission to the Special Applications Center. Our Office approved the _____ PHA Annual Plan or Interim Plan for Demolition/Disposition on _____(date).

According to the files in our office, this HA has expended, by year, the following funds at the subject development(s):

CIAP/CGP Funds Expended		
Fiscal Year	Project Number	Amount

The Environmental Review will be performed by this office under 24 CFR Part 50 and we expect to complete the work on (DATE). SHPO was notified on (DATE).

The Environmental Review will be performed by (Responsible Entity Name) under 24 CFR Part 58. They expect to have the work done by (DATE).

My staff and I have examined the data in our files such as; reviews, inspection reports, modernization records, etc., and I certify that the action proposed in the subject application, is in the best interests of the Department.

* IF NOT AWARE AT THE TIME OF SUBMISSION, THE PH DIRECTOR HAS MADE HIM/HERSELF AWARE OF THE PROJECT ENOUGH TO RESPOND TO THE PROPOSED ACTIVITIES BY THE PHA.